

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

## PART I - Position Description

1. Agency Name Social and Rehabilitation Services		9. Position Number K0042906		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Administrative Assistant		
3. Division Wichita Regional SRS			12. Proposed Class Title		
4. Section Integrated Service Delivery			13. Allocation		
5. Unit Rehabilitation Services – Vocational Rehabilitation			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City Wichita County Sedgwick			15. By _____ Approved		
7. (Circle appropriate time) Full Time <input checked="" type="checkbox"/> Perm <input checked="" type="checkbox"/> Inter Part Time _____ Temp _____ %			16. Audit Date: _____ By: _____ Date: _____ By: _____		
8. Regular Hours (circle appropriate time) From: 8:00 AM AM/PM To: 5:00 PM AM/PM			17. Position Reviews Date: _____ By: _____		

## PART II - Organizational Information

## Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position provides support and reasonable accommodation to one VR Counselor. Primary tasks include assistance with form completion for VR Counselor; follow up contacts with clients; assistance with certain phone calls; assistance for VR Counselor with computer program navigation; reading reports and correspondence to VR Counselor; and transportation of VR Counselor to home visits and other required community appointments.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

<b>Name:</b> Paul Meals	<b>Title:</b> KRS Program Administrator	<b>Position Number:</b> K0072517
Who evaluates the work of an incumbent in this position.		
<b>Name:</b> Paul Meals	<b>Title:</b> KRS Program Administrator	<b>Position Number:</b> K0072517

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

The work requires initiative, discretion and the ability to make independent judgments regarding the priority of multiple work assignments. Handles many routine administrative details independently. The level of detail of instructions are contingent upon the needs of the person the employee is assisting. They may range from very detailed and specific instructions to more general. Direction may be given in either verbal or written form.

d) Which statement best describes the result of error in action or decision of this employee.

- ( ) Minimal property damage, minor injury, minor disruption of the work flow.  
( x ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.  
( ) Major program failure, major property loss, or serious injury of incapacitation.  
( ) Loss of life, disruption of operations of a major agency.

---

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position.

In addition to the tasks listed below, this position is expected to:

- Comply with the Rehabilitation Services professional conduct expectations.
- Demonstrate leadership in carrying out the SRS Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public;
- Demonstrate leadership in carrying out and communicating the Goals and Priorities of Kansas Rehabilitation Services (KRS), emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in KRS programs, services and activities;
- Ensures that each consumer has the necessary information, knowledge and opportunities to make informed decisions throughout the rehabilitation process, including the selection of the vocational objective and needed services.
- Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth;
- Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency;
- Provide excellent customer service both internally and externally, serving as an advocate for the customer throughout all program areas and lines of business;
- Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity;
- Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other SRS and KRS staff; and
- Work cooperatively with peers, staff, customers, community partners and the general public.

---

No.	%	E OR M
-----	---	--------

1.	90%	E
----	-----	---

Administrative support duties include the scheduling of appointments and some screening of client calls. Reads a wide range of forms, reports and correspondence to VR Counselor including application forms, medical reports, psychiatric reports and evaluations, letters and memos from clients and community agencies, as well as memos and policy instructions from SRS sources. Provides assistance to assigned staff in completion of computer entry and other software usage. Enters new client applications on KMIS system. Assists with file maintenance and office organization, including preparation and assembly of new case files. Assists with the preparation of narrative logs and service authorizations, as well as mailing and faxing of materials to clients and other community partners. May assist assigned staff with completion of certain forms and paperwork, when needed. Helps clients with completion of certain forms and documents as part of intake process.
---

2.	10%	E
----	-----	---

Provides transportation for assigned VR Counselor to scheduled work appointments, meetings, home visits, community outreach and education events, training classes and follow-up client contacts. Driving and transportation responsibilities include filling out agency car logs each time a car is used and completing any other required documentation and reports in a timely manner.
---

---

---

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

An error, delay or omission in action or decision by the employee could result in the disruption of direct customer services and in outcomes less than desired for the consumer. A loss of credibility for the agency and RS staff could also occur.

---

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- (     ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- (     ) Plans, staffs, evaluates, and directs work of employees of a work unit.
- (     ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position/KIPPS Number**

---

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact is made with agency customers, other Kansas Rehabilitation Services staff, and community providers. Occasional contact is made with the customer's family members, or other support systems, as requested by the client to assist with their services.

---

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal risks associated with operation of a motor vehicle and operation of office equipment such as a personal computer, copy machine and telephone equipment.

---

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily use of personal computer, copy machine, fax machine and telephone. Infrequent use of agency vehicles for transportation of staff.

---

**PART III - Education, Experience and Physical Requirements Information**

---

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Six months of experience in general office, clerical or administrative support work. Education may be substituted for experience as determined relevant by the agency.

---

**28. SPECIAL REQUIREMENTS**

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Valid Kansas Driver's License

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Prior experience in providing administrative accommodation supports or other personal services to persons who are blind or visually impaired.

---

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

---

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

---

---

**PART IV - Signatures**

---

---

Signature of Employee

Date

---

Signature of Personnel Officer

Date

---

Signature of Supervisor

Date

---

Signature of Agency Head or Appointing  
Authority

Date